

## Answers/Responses

This module demonstrates the steps to file an answer or response in the CM/ECF system. This example demonstrates a Response to a Motion for Sanctions. The same steps would be followed for any other type of answer or response.

### Response to Motion for Sanctions

**STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu.

**Note:** If the document is in an adversary proceeding, choose the Adversary hypertext link.

**STEP 2** The **Bankruptcy Events** screen displays.

◆ Click the Answer/Response hypertext link.

**STEP 3** The **Answer/Response** screen displays.

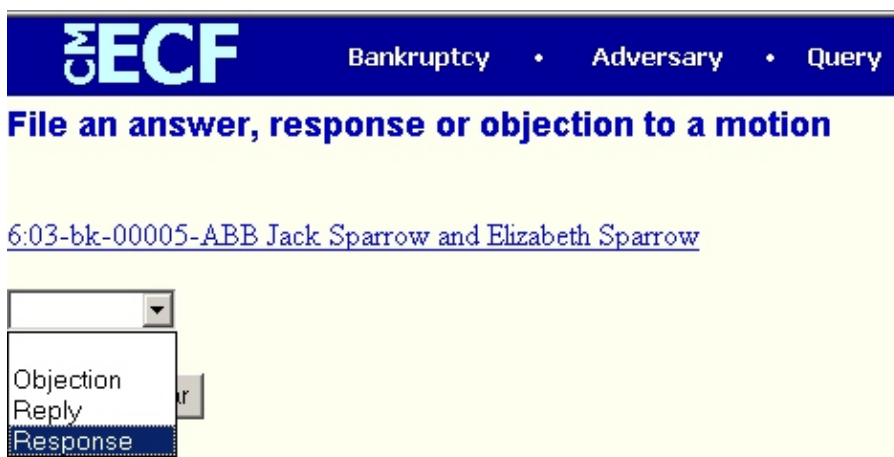
◆ Click the Reference an Existing Motion/Application hypertext link.

**STEP 4** The **Case Number** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnn).

◆ Click **[Next]** to continue.

**STEP 5** The **Document Type** screen displays. (See Figure 25)



**Figure 25**

- ◆ Verify the case number and case name.
- ◆ If the case number and name do not match your document, click the browser **[Back]** button to re-enter the case number.
- ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the **[Back]** button at any time during this docketing process to verify former screens until the final submission.
- ◆ Click the down arrow ▼ in the **Document Type** pick list to reveal the list of events. The options are:

Objection

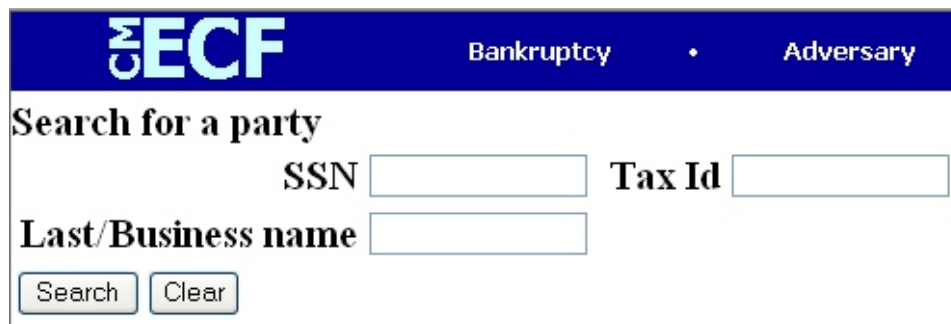
Reply

Response
- ◆ Click to highlight the **Response** option. In this example, a *Response to a Motion for Sanctions* is being docketed.
- ◆ Click **[Next]** to continue.

**STEP 6** The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.  
**Note:** If you wish to highlight more than one party, hold the “Ctrl” key down and click to highlight the remaining party or parties.
- ◆ Click **[Next]** and proceed to **Step 9**.
- ◆ If the party is not located in the **Select the Party** box, click **Add/Create New Party** and proceed to **Step 7**.

**STEP 7** The **Search Party** screen displays. (See Figure 26)



ECF Bankruptcy • Adversary

Search for a party

SSN  Tax Id

Last/Business name

**Figure 26**

- ◆ Enter a social security number, tax identification number, or last/business name to search for the party to be added to the case.
- ◆ Click **[Search]** to continue.

**STEP 8** The **Party Search Results** screen displays. (See Figure 27)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Search for a party

SSN  Tax Id

Last/Business name

Search Clear

Party search results

- Jones, James
- Jones, Peter Paul
- Jones, Sally
- Jones & Jones,
- Jones, Inc.,

Select name from list Create new party

**Figure 27**

- ◆ If the system finds the correct party, highlight the party's name in the **Party Search Results** window, and click **Select Name from List** to add the party to the case, and then proceed to **Step 8**.

**Note:** If numerous records are found, click on each name until you find the appropriate match. If no exact match is found, select a record that just contains the party's name and click **Select Name from List**. You will then be given the opportunity to input the correct information for the party.

- ◆ If the system does not find the party with the search criteria entered, it will display a message **No person found** (See Figure 28)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Search for a party

SSN  Tax Id

Last/Business name

Search Clear

Party search results

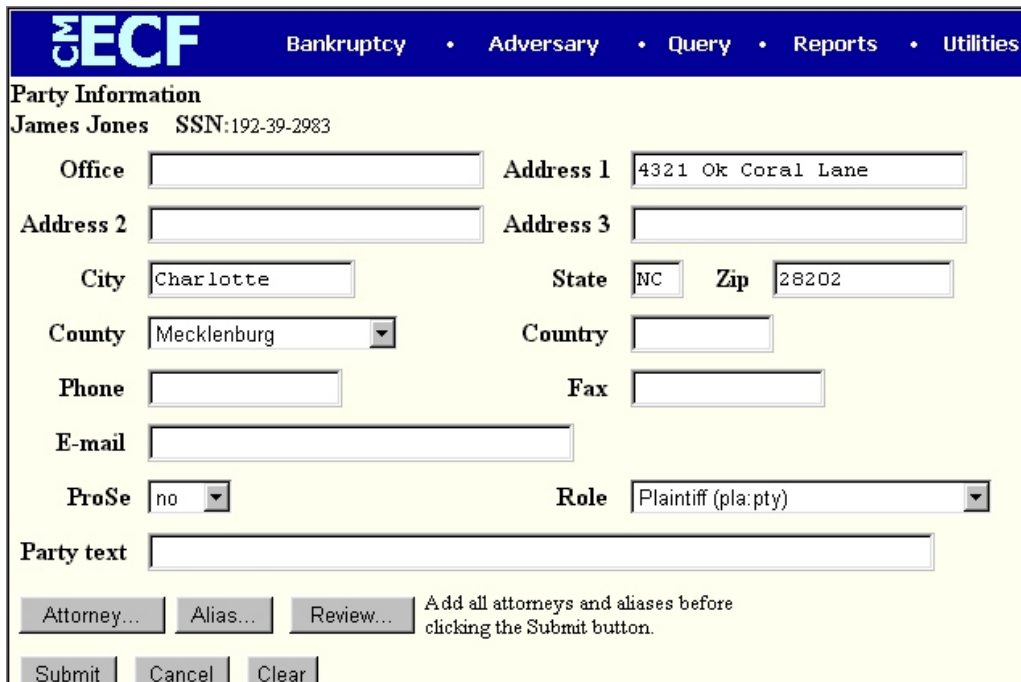
No person found.

Create new party

**Figure 28**

- ◆ Click **Create New Party** to add the party to the case.

**STEP 9** The **Party Information** screen displays (See Figure 29).



**ECF** Bankruptcy • Adversary • Query • Reports • Utilities

**Party Information**  
James Jones SSN:192-39-2983

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

ProSe  Role

Party text

Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

**Figure 29**

**Note:** If you have selected a party from the party list, you will not be able to change the social security number/tax id number field; however, you will be able to modify other field information.

- ◆ Enter or verify the party name. It is important to include the complete mailing addresses of the party if available for noticing purposes.
- ◆ The **Role** type will default to “debtor” and **must** be changed to reflect the correct party role for the party being added.
- ◆ The **Party Text** box can be used to add an additional descriptive nature to the party’s name. For example: If the plaintiff was General Foods Store, a division of General Motors Corporation, enter: *General Foods Store* in **Last name** field, and enter: *a division of General Motors Corporation* in **Party text** field.
- ◆ When all information is entered, click **[Submit]** to add the party to the case.

**STEP 10** The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- ◆ Click **[Next]** to continue.

**STEP 11** The **Pending Motions** screen displays. (See Figure 30)



**Figure 30**

- ◆ Select the motion you wish to respond to by clicking inside the radio box to place a checkmark next to the relevant motion. This will link the response to the motion.

**Helpful Hint:** You will need to provide the name of the document to which you are responding. To save keystrokes, copy the text from the **Pending Motions** screen and paste into the text box on the **Final Docket Text** screen.

- ◆ Click **[Next]** to continue.

**STEP 12** The **Final Docket Text** screen displays. (See Figure 31)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

**File an answer, response or objection to a motion:**  
[6:03-bk-00005-AB Captain Jack Sparrow](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Response to Motion For Sanctions against (related to motions(s)[17])

Filed by Steffanie Sibio on behalf of Debtor Captain Jack Sparrow . (Sibio, Steffanie)

Next Clear

**Figure 31**

- ◆ A prefix box and/or supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]  
Addendum to  
Agreed  
Alias  
Amended  
Amendment to  
Certified  
Consent  
Corrective  
Cross  
Emergency  
Ex Parte  
Expedited  
Fifth  
Final  
First  
First Amended

Fourth  
Fourth Amended  
Initial  
Interim  
Intervenor's  
Joint  
Limited  
Modified  
Omnibus  
Opposition  
Pluries  
Pre-Trial  
Proposed  
Renewed  
Sealed  
Second  
Second Amended  
Sixth  
Status  
Stipulated  
Supplemental  
Supporting  
Third  
Third Amended  
Third Party  
Trial  
Unilateral  
Unopposed  
Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry. In this example, we have added: "Motion for Sanctions against Blackbeard Industries".

**Note:** The docket text reflects that this Response is related to the original Motion for Sanctions as evidenced by the document number.

- ◆ Click **[Next]** to continue.



**STEP 13** The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
  - ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket Text is incorrect:
  - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
  - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

**STEP 14** The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing certifies that the filing has been received electronically by the court.
- ◆ Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

## Amended Documents

This module demonstrates the steps to amend documents. Although this example shows the amending of a Motion for Sanctions, the same steps would be followed to amend other types of documents. Refer to the module entitled “Amended Schedules D, E & F” for instructions on amending the debtor(s) schedules.

**Note:** If you are amending a document, use the original event and choose “amended” from the list of prefix options in the Final Docket Text screen. However, if you are amending a motion/application where the fee was paid with the initial filing, pay close attention to the display messages to avoid being charged a filing fee for the amended document where none is actually due.

### Amended Motion for Sanctions

**STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu.

**Note:** If the amended document is in an adversary proceeding, choose the Adversary hypertext link.

**STEP 2** The **Bankruptcy Events** screen displays.

◆ Click the Motions/Applications/Objections hypertext link.

**STEP 3** The **Case Number** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnn).

◆ Click **[Next]** to continue.

**STEP 4** The **File a Motion** screen displays.

◆ Verify the case name and case number that is displayed.

◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.

- ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Click the down arrow ▼ to reveal the list of motions/applications/objections or press the “a” for applications, “m” for motions or “o” for objections. Highlight *Motion for Sanctions*.

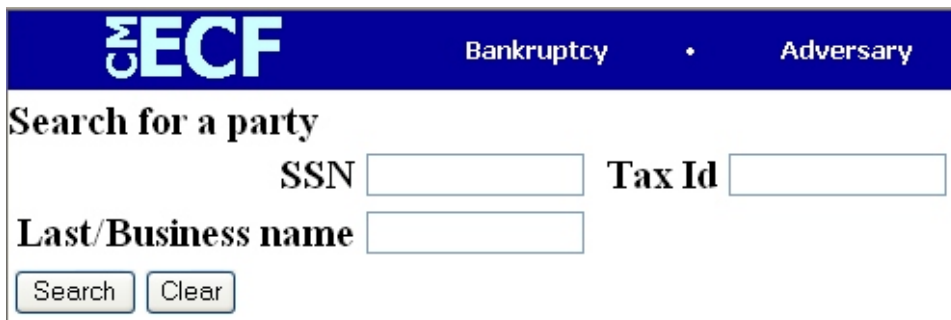
**Note:** You may continue to press the “a”, “m” or “o” until the motion/application/objection you are filing is highlighted.

- ◆ Click **[Next]** to continue.

**STEP 5** The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.  
**Note:** If you wish to highlight more than one party, hold the “Ctrl” key down and click to highlight the remaining party or parties.
- ◆ Click **[Next]** and proceed to **Step 9**.
- ◆ If the party is not located in the **Select the Party** box, click **Add/Create New Party** and proceed to **Step 6**.

**STEP 6** The **Search Party** screen displays. (See Figure 32)



ECF Bankruptcy • Adversary

Search for a party

SSN  Tax Id

Last/Business name

**Figure 32**

- ◆ Enter a social security number, tax identification number, or last/business name to search for the party to be added to the case.
- ◆ Click **[Search]** to continue.

**STEP 7** The **Party Search Results** screen displays. (See Figure 33)

The screenshot displays the ECF (Electronic Case Filing) interface for searching parties. At the top, the ECF logo is on the left, and navigation links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout are on the right. The main section is titled 'Search for a party' and contains three input fields: 'SSN', 'Tax Id', and 'Last/Business name'. Below these fields are 'Search' and 'Clear' buttons. The 'Party search results' section shows a list of names: 'Jones, James', 'Jones, Peter Paul', 'Jones, Sally', 'Jones & Jones', and 'Jones, Inc.'. Below the list are two buttons: 'Select name from list' and 'Create new party'.

**Figure 33**

- ◆ If the system finds the correct party, highlight the party's name in the **Party Search Results** window, and click **Select Name from List** to add the party to the case, and then proceed to **Step 8**.

**Note:** If numerous records are found, click on each name until you find the appropriate match. If no exact match is found, select a record that just contains the party's name and click **Select Name from List**. You will then be given the opportunity to input the correct information for the party.

- ◆ If the system does not find the party with the search criteria entered, it will display a message **No person found** (See Figure 34)

The screenshot shows the ECF web application interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a search section titled 'Search for a party'. It contains input fields for SSN, Tax Id, and Last/Business name, along with Search and Clear buttons. Below the search section is a section titled 'Party search results' which displays the message 'No person found.' and a 'Create new party' button.

Figure 34

- ◆ Click **Create New Party** to add the party to the case.

**STEP 8** The **Party Information** screen displays (See Figure 35).

The screenshot shows the 'Party Information' screen in the ECF web application. The header bar is blue with the ECF logo and navigation links. The main content area has a yellow background. It displays the party's name 'James Jones' and SSN '192-39-2983'. Below this are various input fields for contact and address information: Office, Address 1 (4321 Ok Coral Lane), Address 2, Address 3, City (Charlotte), State (NC), Zip (28202), County (Mecklenburg), Country, Phone, Fax, E-mail, ProSe (no), and Role (Plaintiff (pla:pty)). There is also a 'Party text' field. At the bottom are buttons for 'Attorney...', 'Alias...', 'Review...', 'Submit', 'Cancel', and 'Clear'. A note states: 'Add all attorneys and aliases before clicking the Submit button.'

Figure 35

**Note:** If you have selected a party from the party list, you will not be able to change the social security number/tax id number field; however, you will be able to modify other field information.

- ◆ Enter or verify the party name. It is important to include the complete mailing addresses of the party if available for noticing purposes.
- ◆ The **Role** type will default to “debtor” and **must** be changed to reflect the correct party role for the party being added.
- ◆ The **Party Text** box can be used to add an additional descriptive nature to the party’s name. For example: If the plaintiff was General Foods Store, a division of General Motors Corporation, enter: *General Foods Store* in **Last name** field, and enter: *a division of General Motors Corporation* in **Party text** field.
- ◆ When all information is entered, click **[Submit]** to add the party to the case.

**STEP 9** The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- ◆ Click **[Next]** to continue.

**STEP 10** The **Refer to Existing Event** screen displays. (See Figure 36)

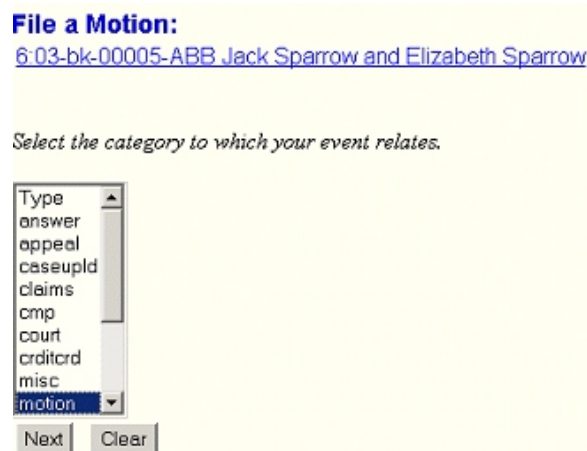


The screenshot shows the 'File a Motion' interface. At the top, there is a blue header with the 'ECF' logo and the text 'Bankruptcy • Adversary •'. Below the header, the text 'File a Motion:' is followed by a blue hyperlink '6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow'. A checkbox labeled 'Refer to existing event(s)?' is checked. Below the checkbox are two buttons: 'Next' and 'Clear'.

**Figure 36**

- ◆ Click inside the box to place a checkmark and indicate that this filing does refer to an existing document. This will allow you to choose the document being amended. By referring to that document a linkage will be created in the system.
- ◆ Click **[Next]** to continue.

**STEP 11** The **Document Category** screen displays. (See Figure 37)



The screenshot shows the 'File a Motion' interface. At the top, there is a blue header with the 'ECF' logo and the text 'Bankruptcy • Adversary •'. Below the header, the text 'File a Motion:' is followed by a blue hyperlink '6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow'. Below the hyperlink, the text 'Select the category to which your event relates.' is displayed. A dropdown menu is open, showing a list of categories: 'Type', 'answer', 'appeal', 'caseupld', 'claims', 'cmp', 'court', 'creditor', 'misc', and 'motion'. The 'motion' category is highlighted. Below the dropdown menu are two buttons: 'Next' and 'Clear'.

**Figure 37**

- ◆ Click to highlight and select the category of documents to which this amended document refers. The document being amended in this example is a Motion for Sanctions. That document was originally docketed by choosing the *Motion* category. Therefore, click the *Motion* category to highlight and select all the motions docketed in this case.

**Note:** If you are unsure as to the category the item you are amended was docketed under, left click on *Type* and drag down to highlight and select all categories of documents to which this amended document may refer. The system will find and display all docket entries associated with the case.

- ◆ Click **[Next]** to continue.

**STEP 12** A **Document List** displays.

- ◆ A list of motions filed in this case will be displayed. If you highlighted all category types, the entire docket will be displayed.
- ◆ Click inside the box next to the document being amended to include (link) this *amended* document to the previously filed document.

**Helpful Hint:** You may need to provide additional text. To save keystrokes, copy the text from the **Pending Motions** screen and paste into the text box on the **Final Docket Text** screen.

- ◆ Click **[Next]** to continue.

**STEP 13** The **Final Docket Text** screen displays. (See Figure 38)

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities

**File a Motion:**  
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

**NOTE: Only text in the white boxes can be modified**

**Docket Text: Modify as Appropriate.**

Amended [dropdown] Motion For Sanctions [dropdown] Against Blackbeard Industrie Filed by Joint Debtor Elizabeth Sparrow, Debtor Jack Sparrow (related document(s)[4]) . (Baker, Christine)

Next Clear

**Figure 38**

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.



- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]  
Addendum to  
Agreed  
Alias  
**Amended**  
Amendment to  
Certified  
Consent  
Corrective  
Cross  
Emergency  
Ex Parte  
Expedited  
Fifth  
Final  
First  
First Amended  
Fourth  
Fourth Amended  
Initial  
Interim  
Intervenor's  
Joint  
Limited  
Modified  
Omnibus  
Opposition  
Pluries  
Pre-Trial  
Proposed  
Renewed  
Sealed  
Second

Second Amended

Sixth

Status

Stipulated

Supplemental

Supporting

Third

Third Amended

Third Party

Trial

Unilateral

Unopposed

Verified

- ◆ In this example, we have selected “Amended”.
- ◆ A supplemental text box window is provided to add more detail to the docket entry. In this example, we have added: “against Blackbeard Industries” to indicate whom the motion for sanctions are against.

**Note:** The docket text reflects that this Amended Motion is related to the original Motion for Sanctions as evidenced by the document number.

- ◆ Click **[Next]** to continue.

**STEP 14** The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
  - ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket Text is incorrect:
  - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
  - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

**STEP 15** The **Notice of Electronic Filing** screen displays.

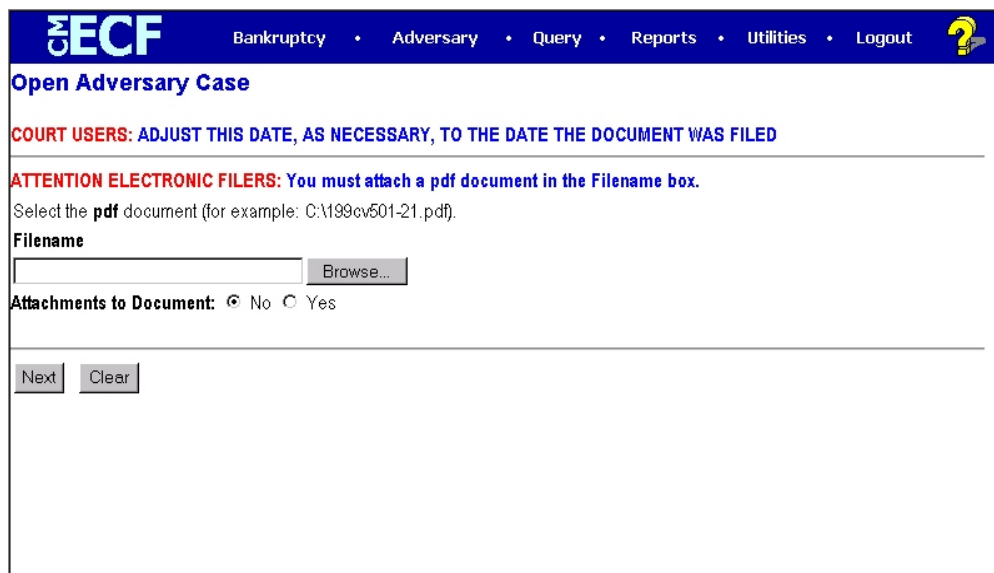
- ◆ The Notice of Electronic Filing certifies that the filing has been received electronically by the court.
- ◆ Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

## Attachments to Documents

This module demonstrates the steps to take when an electronically filed document has attachments. This will occur most frequently when a document, such as a motion, is typed in word processing and converted to PDF format. However, there are additional exhibits to be included with the filing. In this instance there will be more than one PDF file; the document itself converted to PDF format in the word processor, and one or more attachments scanned and saved in PDF format.

**STEP 1** Scan the attachment(s) and convert to *PDF* format. (See module: Converting to PDF Format - Scanned Documents for additional information) If you have multiple exhibits to attach to a document, you can scan them all at the same time and save them under one *PDF* filename.

**STEP 2** During the docketing process, the **PDF Document Selection** screen displays. (See Figure 39)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open Adversary Case". A red instruction reads: "COURT USERS: ADJUST THIS DATE, AS NECESSARY, TO THE DATE THE DOCUMENT WAS FILED". Below this, a red instruction states: "ATTENTION ELECTRONIC FILERS: You must attach a pdf document in the Filename box." A text prompt says: "Select the pdf document (for example: C:\199cv501-21.pdf)." There is a "Filename" label followed by a text input field and a "Browse..." button. Below the input field, it says "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

Figure 39

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the "Choose File" pop-up screen to associate the PDF file with the docket entry.

- ◆ The **Attachments to Document** radio button defaults to **No**. Click to select **Yes**.
- ◆ Click **[Next]** to continue.

**STEP 3** The **Attachments to Document** screen displays. (See Figure 40)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

Browse...

2) At your option, select a document type and/or enter a description.

Type Description

Remove from List

Add to List

Next

Figure 40

- ◆ In **Section 1**, click **[Browse]**, then navigate to the directory where the **attachment** PDF file is located for the main document. View the document to verify the correct file has been selected. Double-click the PDF **attachment** file to select it and include it with the main document for this docket entry.

**STEP 4** The **attachment PDF** filename now displays in **Section 1**. (See Figure 41)

ECF Bankruptcy • Adversary • Query • Reports

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

X:\PDF files\ntc117.pdf Browse...

Figure 41

- ◆ **Section 2** allows for descriptive information about this **attachment**.
- ◆ Click on the down arrow ▼ to reveal the list of options in the **Type** category. (See Figure 42)

2) At your option, select a document type and/or enter a description.

| Type  | Description  |
|---|--|
| <div>▼</div> <ul style="list-style-type: none"> <li>Appendix</li> <li>List of 20 Largest Creditors</li> <li>Exhibit</li> <li>Index</li> <li>Affidavit</li> <li>Revision</li> <li>Schedule</li> <li>Supplement</li> <li>Volume(s)</li> <li>Proposed Order</li> </ul> | <div></div> <p>box below. If you have more attachments, go back<br/>on.</p> <p>st</p> <p>from List</p> |

Figure 42

- ◆ Click to highlight a **Type** if appropriate for this **attachment**, or leave blank.
- ◆ If you left the type field blank, you must click inside the Description field to type the name of the **attachment(s)**. As examples: *Deed of Trust and Promissory Note*; or *Security Agreement* (if only one attachment is included). Note that either **Type** or **Description** field must be filled in.
- ◆ Click **[Add to list]** to include the **attachment** in the docket entry.

**STEP 5** The **Attachment Filename** displays in **Section 3**. (See Figure 43)

3) Add the filename to the list box below. If you have more attachments, g complete, click on the Next button.

X:\PDF files\ntc117.pdf

Add to List

Remove from List

Next

Figure 43

- ◆ If the **attachment** filename displayed is incorrect, click to highlight the filename, then click **Remove from List**.
- ◆ If there are additional attachments to include, repeat **Steps 3 and 4** until all attachments are displayed in **Section 3**.
- ◆ When all attachments are displayed in **Section 3**, click **[Next]** to continue.
- ◆ Proceed to docket the remainder of the event as usual.

## Notices

This module will demonstrate the steps to file a notice event in the Notice category. This example demonstrates a *Notice of Withdrawal of Pleadings*. The same steps would be followed for other types of notices.

### Notice of Withdrawal of Pleadings

**STEP 1** Click the Bankruptcy hypertext link from the CM/ECF main menu.

**Note:** If the notice is in an adversary proceeding, choose the Adversary hypertext link.

**STEP 2** The **Bankruptcy Events** screen displays.

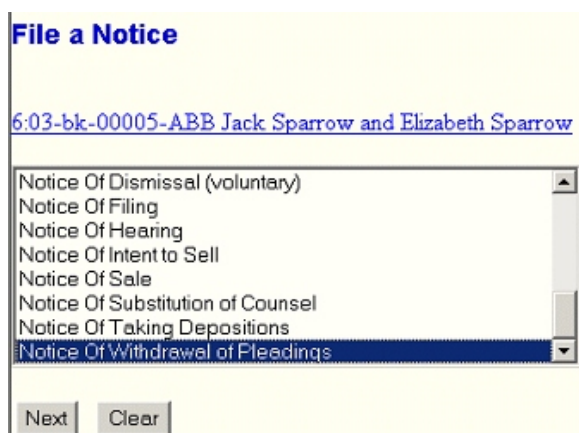
◆ Click the Notices hypertext link.

**STEP 3** The **Case Number** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnn).

◆ Click **[Next]** to continue.

**STEP 4** The **File a Notice** screen displays. (See Figure 44)



**Figure 44**

◆ Verify the case name and case number that is displayed.



- ◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
- ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Click the down arrow ▼ to reveal the list of notices or press the “n” for notices. Highlight *Notice of Withdrawal of Pleadings*  
  
**Note:** You may continue to press the “n” until the notice you are filing is highlighted.
- ◆ Click **[Next]** to continue.

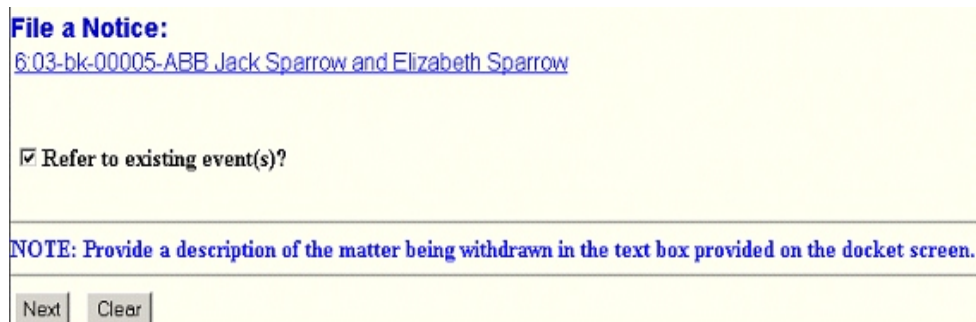
**STEP 5** The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.  
  
**Note:** If you wish to highlight more than one party, hold the “Ctrl” key down and click to highlight the remaining party or parties.
- ◆ Click **[Next]** to continue.

**STEP 6** The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- ◆ Click **[Next]** to continue.

**STEP 7** The **Refer to Existing Event** screen displays. (See Figure 45)



**File a Notice:**  
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

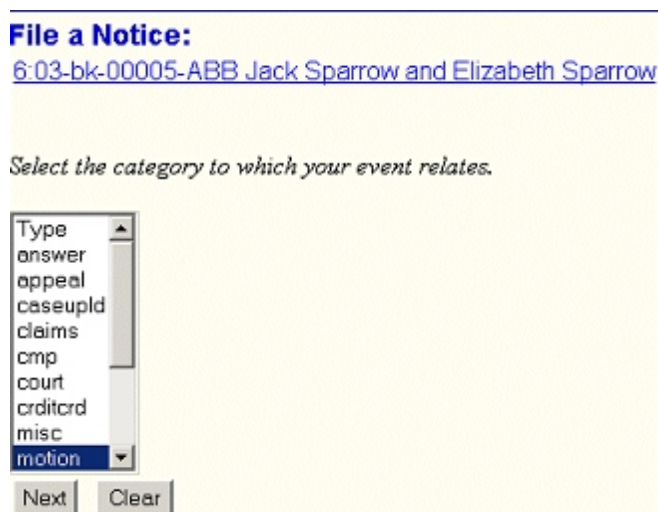
☒ Refer to existing event(s)?

**NOTE:** Provide a description of the matter being withdrawn in the text box provided on the docket screen.

**Figure 45**

- ◆ Click inside the box to place a checkmark and indicate that this filing does refer to an existing document. This will allow you to choose the document being amended. By referring to that document a linkage will be created in the system.
- ◆ Click **[Next]** to continue.

**STEP 8** The **Document Category** screen displays. (See Figure 46)



**File a Notice:**  
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

*Select the category to which your event relates.*

Type  
answer  
appeal  
caseupld  
claims  
cmp  
court  
creditor  
misc  
**motion**

**Figure 46**

- ◆ Click to highlight and select the category of documents to which this notice of withdrawal refers. The document being withdrawn in this example is an Amended Motion for Sanctions. That document was originally docketed by choosing the *Motion* category. Therefore, click the *Motion* category to highlight and select all the motions docketed in this case.

**Note:** If you are unsure as to the category the item you are withdrawing was docketed under, left click on *Type* and drag down to highlight and select all categories of documents to which this amended document may refer. The system will find and display all docket entries associated with the case.

- ◆ Click **[Next]** to continue.

**STEP 9** A **Document List** displays.

- ◆ A list of motions filed in this case will be displayed. If you highlight all category types, the entire docket will be displayed.
- ◆ Click inside the box next to the document being withdrawn to include (link) this document to the previously filed document.

**Helpful Hint:** You will need to provide the name of the document you are withdrawing. To save keystrokes, copy the text from the **Pending Motions** screen and paste into the text box on the **Final Docket Text** screen.

- ◆ Click **[Next]** to continue.

**STEP 10** The **Final Docket Text** screen displays. (See Figure 47)

**File a Notice:**

[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

**NOTE:** Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Notice of Withdrawal of  Amended Motion for Sanctions Filed by Christine Baker on behalf of Joint Debtor Elizabeth Sparrow , Debtor Jack Sparrow (related document(s)[6]). (Baker, Christine)

**Figure 47**

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]  
Addendum to  
Agreed  
Alias  
**Amended**  
Amendment to  
Certified  
Consent  
Corrective  
Cross  
Emergency  
Ex Parte  
Expedited  
Fifth  
Final  
First  
First Amended  
Fourth  
Fourth Amended  
Initial  
Interim  
Intervenor's  
Joint  
Limited  
Modified  
Omnibus  
Opposition  
Pluries  
Pre-Trial  
Proposed  
Renewed

Sealed  
Second  
Second Amended  
Sixth  
Status  
Stipulated  
Supplemental  
Supporting  
Third  
Third Amended  
Third Party  
Trial  
Unilateral  
Unopposed  
Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry.

**Note:** The docket text reflects that this *Notice of Withdrawal* is related to the original Motion and/or Amended Motion as evidenced by the document number.

- ◆ Click **[Next]** to continue.

**STEP 11** The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
  - ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket Text is incorrect:
  - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
  - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

**STEP 12** The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing certifies that the filing has been received electronically by the court.
- ◆ Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

## Miscellaneous Pleadings

This module will demonstrate the steps to file a document listed in the Miscellaneous category. This example demonstrates a *Notice of Change of Address*. The same steps would be followed for other types of miscellaneous pleadings contained in this category. The *Notice of Change of Address* events is also located under the Notices category.

**Note:** When preparing a Notice of Change of Address, be sure to include the old address and the new address of the affected party to allow the court to update correctly.

### Notice of Change of Address

**STEP 1** Click the Bankruptcy hypertext link from the CM/ECF main menu.

**Note:** If the notice is in an adversary proceeding, choose the Adversary hypertext link.

**STEP 2** The **Bankruptcy Events** screen displays.

◆ Click the Miscellaneous hypertext link.

**STEP 3** The **Case Number** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnn).

◆ Click **[Next]** to continue.

**STEP 4** The **Miscellaneous** screen displays. (See Figure 48)

The screenshot shows the ECF Miscellaneous screen. At the top, there is a blue header bar with the ECF logo on the left, and the words "Bankruptcy" and "Adversary" separated by dots in the center. Below the header, the word "Miscellaneous" is displayed in a large blue font. Underneath, the case name and number "6:05-bk-00112-KSJ Jack Sparrow" are shown in a blue, underlined font. A scrollable list box contains the following items: "Mediator's Report and Notice of Completion of Mediation", "Memorandum", "Monthly Cash Flow Report - Chapter 13", "Monthly Reports of DIP", "Notice Of Change of Address - Debtor", "Notice Of Change of Address - Party", "Opposition", and "Payment of Filing Fee - Appeal (255)". At the bottom of the list box are two buttons: "Next" and "Clear".

**Figure 48**

- ◆ Verify the case name and case number that is displayed.
- ◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
- ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Click the down arrow ▼ to reveal the list of pleadings or press the first letter of the type of document (i.e.: "n" for notice). Highlight *Notice of Change of Address - Debtor* or *Notice of Change of Address - Party* as applicable.  
  
**Note:** You may continue to press the letter to run through the entire letter selection until the item you are filing is highlighted.
- ◆ Click **[Next]** to continue.



**STEP 5** The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).

- ◆ Click to highlight and select the party for which the document is filed.

**Note:** If you wish to highlight more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party or parties.

- ◆ Click [**Next**] to continue.

**STEP 6** The **PDF Document Selection** screen displays.

- ◆ Click [**Browse**], then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file with the docket entry.

- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)

- ◆ Click [**Next**] to continue.

**STEP 7** The **Court User Message** screen displays.

- ◆ Click [**Next**] to continue.

**STEP 8** The **Final Docket Text** screen displays. (See Figure 49 and 50)

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities

**Miscellaneous:**  
[6:05-bk-00112-KSJ Jack Sparrow](#)

**NOTE: Only text in the white boxes can be modified**

**Docket Text: Modify as Appropriate.**

Notice of Change of Address of the Debtor  Filed by  
 Christine Baker on behalf of Debtor Jack Sparrow . (Baker, Christine)

**Figure 49 - Debtor**

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities

**Miscellaneous:**  
[6:05-bk-00112-KSJ Jack Sparrow](#)

**NOTE: Only text in the white boxes can be modified**

**Docket Text: Modify as Appropriate.**

Notice of Change of Address for GMAC and Ford Motor Cr Filed by Christine  
 Baker on behalf of Debtor Jack Sparrow . (Baker, Christine)

**Figure 50 - Party**

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]  
 Addendum to  
 Agreed  
 Alias  
 Amended  
 Amendment to  
 Certified

Consent  
Corrective  
Cross  
Emergency  
Ex Parte  
Expedited  
Fifth  
Final  
First  
First Amended  
Fourth  
Fourth Amended  
Initial  
Interim  
Intervenor's  
Joint  
Limited  
Modified  
Omnibus  
Opposition  
Pluries  
Pre-Trial  
Proposed  
Renewed  
Sealed  
Second  
Second Amended  
Sixth  
Status  
Stipulated  
Supplemental  
Supporting  
Third  
Third Amended  
Third Party  
Trial  
Unilateral  
Unopposed

## Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry. In **Figure 50** the names of the creditors with an address change has been added.
- ◆ Click **[Next]** to continue.

**STEP 9** The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
  - ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket Text is incorrect:
  - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
  - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

**STEP 10** The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing certifies that the filing has been received electronically by the court.
- ◆ Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ To print a copy of this notice click the browser **[Print]** icon.

- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.